

JUSTIFICATION FOR REQUEST FOR EQUIPMENT PURCHASES

Instructions: Use one Justification form for each item listed on the Equipment List. For equipment over \$25,000, complete this form and the Justification for Equipment over \$25,000. Attach copies of specifications and/or other pertinent documentation. For computer equipment, complete specifications must be attached.

Contractor Name: _____

Scope of Work: _____

Contract Number: _____ **Contract Term:** _____

Description of Equipment Requested (attach additional sheets if necessary and copies of specifications and/or other pertinent documentation):

ALL APPLICANTS MUST COMPLETE THIS SECTION:

1. Does the cost include shipping and handling?
2. Does the cost include a warranty?
3. Does the cost include a maintenance agreement? Describe any special maintenance needs, service contracts, insurance, repair costs, etc. related to the proposed equipment. How will these expenses be supported over time?
4. Does the cost include training in the use of the equipment?
5. Why is the equipment needed? What is the purpose of the equipment?
6. Estimate the expected results of the equipment purchase. Who will benefit and how?

7.	How many clients will be served with the equipment?
8.	What administrative or other activities will be accomplished as a result of the equipment purchase?
9.	Where will it be located?
10.	Who will use the equipment? Are the necessary staff in place to support the proper use of the equipment (e.g., if a van is requested, is there funding already in place to pay for a driver)?
11.	Will the equipment replace any existing equipment? If so, please justify the replacement of existing equipment.
12.	Will the equipment be purchased and owned by the administrative agency or by one of its current subcontractors?
13.	Why is this equipment more appropriate than other alternatives considered or a less expensive piece of equipment? If the equipment has special or optional features, explain why they are necessary.
14.	If the equipment is a lease-to-purchase agreement, is a copy of the agreement attached?
15.	If the equipment is being leased with no option to buy, explain the benefit(s).
16.	If lease-purchase costs are spread across several funding sources, other than TDH, who are the other funding sources and what is their percent of funding?

HIV SERVICES PROVIDERS ONLY:	
17.	If equipment is for an Administrative Agency or its subcontractor, does it match the service priorities established by the local consortia? Will the equipment be used to directly provide a prioritized client service? If not, how will the equipment either indirectly support client services and/or support necessary administrative functions?
18.	If requesting computer equipment, does the program use the COMPIS program?

- | | |
|-----|---|
| | |
| 19. | If yes, what is the memory capacity of the computer equipment currently used for COMPIS activity? |
| 20. | Does the computer requested have a larger memory capacity than the current COMPIS equipment? |
| 21. | What enhancements will the new computer(s) provide? |